

DRAFT

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Issued  
notice  
as 42-51, std  
29 July 1951*

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NOTICE  
NO.

SUBJECT: Bureau of the Budget Circular No. A-44 (issued jointly with the Civil Service Commission), Conservation and Utilization of Manpower in the Federal Government.

1. The above-cited Circular implements a letter of the President dated 8 June 1951 to the Director of the Bureau of the Budget and the Chairman of the Civil Service Commission. This Presidential letter stressed the importance of conserving manpower and stated that all agencies would be responsible for giving this objective top priority.

2. Maximum utilization of manpower can be achieved only through the cooperation of informed employees and supervisors. The responsibilities of Agency personnel for cooperation with the program include:

- a. Plan and schedule work programs to reduce recruiting needs.
- b. Re-examine procedures to mitigate personnel shortages.
- c. Conserve manpower of use of modern business machines and equipment, where applicable. Use dictating machines, stenographic pool arrangements and streamlined correspondence methods to reduce the need for stenographic help.
- d. Encourage employee participation in developing organization, procedures and methods that will save manpower.
- e. Adopt modern methods of statistical sampling wherever possible as a substitute for 100 per cent reviews, checks and inspections.
- f. Reduce personnel needs by better use of skills of employees already on the rolls, by reducing employees' absences and keeping turnover at a minimum.
- g. Employees and supervisors have a continuing responsibility for good personnel utilization. More money and more employees are not the chief means for handling increased workloads.

3. The staffs of the Advisor for Management and the Personnel Director are available to assist in the evaluation and implementation of improvements generated within the offices of the Agency in support of this Program.

The heads of offices are encouraged to solicit such assistance. Supervisors should submit suggestions for improvements through normal administrative channels for subsequent evaluation and approval. Employees should cooperate with supervisors and freely suggest methods by which their workloads can be more expeditiously handled. Employees are also reminded of the Agency Incentive Awards Program (see [REDACTED]) and are encouraged to contribute to the improvement of the Agency through such Program.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director  
(Administration)

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